

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, July 18, 2011 7:00 PM

Woodbridge Board of Education January 19,
2010 Regular Meeting Library Media Center
Beecher Road School

Agenda

- I. **Preliminary Business**
 - A. Executive Session, in accordance with Connecticut General Statute (6:15 PM)
 1. Personnel/Interim Principal Position
 - B. Call to Order
 - C. Salute to the Flag
 - D. Correspondence
 - E. Public Comment
 - F. Nominations of Officers
 1. Chair
 2. Vice Chair
 3. Secretary
- II. **Consent Agenda**
 - A. Approval of Meeting Minutes
 1. June 13, 2011 Special Meeting
 2. June 14, 2011 Special Meeting
 3. June 20, 2011 Regular Meeting
- III. **Reports**
 - A. Superintendent's Report
 1. BRS Update
 - B. PTO Update
 - C. Ad Hoc Policy Committee Update
 - D. CABE Liaison Report
 - E. ACES Liaison Report
- IV. **New Business**
 - A. Ratify on Certified Staff Resignation
 - B. Ratify Certified Staff Appointment
 - C. Act on Administrative Staff Appointment
 - D. Act on Primary Mental Health Grant Submission
- V. **Finance**
 - A. Approval of Financial Reports
 1. 2010/11 Preliminary Monthly Summary Financial Report Ending June 30, 2011
 2. 2010/11 Preliminary Monthly Detail Financial Report Ending June 30, 2011
 3. 2010/11 Preliminary Combining Financial Statements June 30, 2011
 4. 2010/11 Cafeteria Report
- VI. **Other**
 - A. Public Comment

- B. Executive Session, in accordance with State Statute
 - 1. Update on Negotiations
- C. Act on Administrative Structure

VII. **Adjournment**

Bylaws of the Board

Chairperson

A chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the July organizational meeting of the Board. There is no restriction on the number of terms a Board member may serve as chairperson.

The chairperson shall preside at all meetings of the Board, appoint committees, sign financial and other records of the Board, and perform such other duties as may be prescribed by law, State Department of Education regulations, or the action of the Board.

In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

Bylaws of the Board

Chairperson

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The chairperson of the Board may be removed as chairperson by the affirmative vote of six (6) members taken at a duly constituted meeting for which the matter appeared as an agenda item.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)
9121(c) Bylaws of the Board of Education Officers

Legal Reference: Connecticut General Statutes
 10-218 Officers. Meetings.
 10-224 Duties of the Secretary.
 10-225 Salaries of Secretary and Attendance Officers.

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 1/17/06;
Revised 3/16/09

Bylaws of the Board

Vice-Chairperson

A Vice-Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the July organizational meeting of the Board.

The Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary due to the absence or inability of the chairperson.

Legal Reference: Connecticut General Statutes
10-218 Officers. Meetings.
10-224 Duties of the Secretary.
10-225 Salaries of Secretary and Attendance Officers.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)
(cf. 9121 Chairperson)
(cf. 9321 *Time, Place, Notification of Meetings*)

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 1/17/06;
Revised 6/15/09

Bylaws of the Board

Secretary of the Board

A Secretary of the Board of Education shall be selected by a majority of the members of the Board bi-annually at the July organizational meeting of the Board.

In the absence of the Clerk of the Board, the Secretary shall record and maintain a record of all meetings and proceedings of the Board.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)
9121(c) Bylaws of the Board of Education Officers

Legal Reference: Connecticut General Statutes
10-218 Officers. Meetings.
10-224 Duties of the Secretary.
10-225 Salaries of Secretary and Attendance Officers.

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 1/17/06;
Revised 3/16/09

**MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING
COMMITTEE OF THE WHOLE**

Monday, June 13, 2011
BRS Library Media Center

CALL TO ORDER: Ms. McCreven, Chair called the Executive Session to order at 7:04 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Mr. David Barkin, Dr. Clotilde Dudley-Smith, Dr. Steve Fleischman, Secretary; Ms. Margaret Hamilton and Dr. Thomas Handler, Vice Chair; Mr. Carl Lindskog, Mr. Mark Livesay and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Sheila Haverkamp, Special Services Director and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Matthew Gilbride, Incoming Board Member; Scott Bassett and Jennifer Mazzaucolo, McGladrey & Pullen; Joe Holowienko, WEA and Pua Ford, community.

PUBLIC COMMENT – None

IDEA Grant

Ms. Haverkamp presented an overview of the 2011-2013 IDEA Grant that will be submitted to the Connecticut State Department of Education. This grant provides for direct services and resources with Special Education.

MOTION #1 – IDEA GRANT SUBMISSION

Move that we approve the July 1, 2011 to June 30, 2013 IDEA Grant for submission to the Connecticut State Department of Education.

Dr. Fleischman
Second by Dr. Handler
UNANIMOUS

2009/10 AUDIT

Mr. Bassett presented the findings of the 2009/10 audit conducted for the Town of Woodbridge. In addition to the Board account expenditures/transactions, federal and state grants are also reviewed as mandated by State in accordance with their requirements. Neither the Town nor the Board received management comments/findings. Overall both the Town and Board have sound records, good communication and are operating as expected. Questions were raised regarding the federal and state process for grant controls/procedures, risk assessment, ED001 compliance, representation/engagement letter and the lack of management comments/findings. The Board requested review of the representation/engagement letter on an annual basis.

FINANCIAL REPORTS

The Board reviewed the Financial Reports through May 31, 2011. We continue to experience favorable fund balances as a result of lower than anticipated oil/electric costs, unemployment benefits, transportation and infrastructure changes. The projected surplus increase for the 2010/11 school year is currently estimated at \$64,000.

MOTION #2 – 2010/11 BOARD OF EDUCATION MONTHLY SUMMARY FINANCIAL REPORT

Move that we approve the 2010/11 BOE Monthly Summary Financial Report through may 31, 2011, F1, as submitted by the Director of Business/Operations.

Dr. Handler
Second by Dr. Fleischman
IN FAVOR: Mr. Barkin, Drs. Dudley-Smith, Fleischman, Handler, Wu, Ms. Hamilton, Mr. Livesay
and Ms. McCreven
AGAINST: Mr. Lindskog

MOTION PASSES 8-0-1

Mr. Pullo indicated that minimal changes are expected during the next month as we have expended approximately 90% of the budget.

MOTION #3 – 2010/11 BOARD OF EDUCATION MONTHLY DETAIL FINANCIAL REPORT

Move that we approve the 2010/11 BOE Monthly Detail Financial Report ending May 31, 2011, F2-7, as submitted by the Director of Business/Operations.

Dr. Handler
Second by Dr. Fleischman
IN FAVOR: Mr. Barkin, Drs. Dudley-Smith, Fleischman, Handler, Wu, Ms. Hamilton, Mr. Livesay
and Ms. McCreven
AGAINST: Mr. Lindksog

MOTION PASSES 8-0-1

Mr. Pullo reviewed the reconciliation statements for fund balances and the expendable trust as requested at the May 9 meeting.

MOTION #4 – 2010/11 COMBINING FINANCIAL STATEMENTS

Move that we approve the 2010/11 BOE Combining Financial Statements through May 31, 2011, F8-9, as submitted by the Director of Business/Operations.

Dr. Handler
Second by Dr. Fleischman
IN FAVOR: Mr. Barkin, Drs. Dudley-Smith, Fleischman, Handler, Wu, Ms. Hamilton, Mr. Livesay
and Ms. McCreven
AGAINST: Mr. Lindksog

MOTION PASSES 8-0-1

Mr. Pullo presented the budget transfers for reconciling accounts within the 2010/11 budget.

MOTION #5 – 2010/11 BUDGET TRANSFERS

Move that we approve the transfers in the 2010/11 Budget, F11, as submitted by the Director of Business/Operations.

Dr. Handler
Second by Mr. Lindskog
UNANIMOUS

In response to the Board request for grant reporting, two sample formats were presented the Munis Report and the monthly ED111 as mandated by the CSDE. The was general consensus among a majority of Board members that the Munis Report would provide sufficient detail, and as this format is already utilized for the operating budget, there is familiarity with the format. It was agreed the new Board will decide what format will be used.

MOTION TO ADJOURN: (8:04 PM)
Mr. Lindskog
Second by Dr. Dudley-Smith
UNANIMOUS

MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING

Tuesday, June 14, 2011
BRS Library Media Center

CALL TO ORDER: Ms. McCreven, Chair called the meeting to order at 7:10 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Dr. Tom Handler, Vice Chair; Mr. David Barkin, Dr. Steve Fleischman, Secretary; Ms. Margaret Hamilton, Mr. Carl Lindskog, Mr. Mark Livesay and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent.

The Board entered Executive Session to conduct the evaluation of the Superintendent.

MOTION #1 – EXECUTIVE SESSION

Move that we enter Executive Session (7:10 PM)

Dr. Fleischman
Second by Dr. Handler
UNANIMOUS

CALL TO ORDER: Ms. McCreven, Chair called the Executive Session to order at 7:11 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Dr. Tom Handler, Vice Chair; Mr. David Barkin, Dr. Steve Fleischman, Secretary; Ms. Margaret Hamilton, Mr. Carl Lindskog, Mr. Mark Livesay and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent.

MOTION #2 RETURN TO PUBLIC SESSION

Move that we return to Public Session (8:45 PM).

Mr. Lindskog
Second by Dr. Fleischman
UNANIMOUS

CALL TO ORDER: Ms. McCreven, Chair called the Public Session to order at 8:45 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Dr. Tom Handler, Vice Chair; Mr. David Barkin, Dr. Steve Fleischman, Secretary; Ms. Margaret Hamilton, Mr. Carl Lindskog, Mr. Mark Livesay and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent.

MOTION #3 – SUPERINTENDENT CONTRACT EXTENSION AND SALARY (2011/12)

Move that we extend the contract of the Superintendent through June 30, 2014 and approve a 2% increase for the 2011/12 school year for a base salary of \$158,052.00.

Ms. McCreven
Second by Mr. Lindskog
UNANIMOUS

MOTION #4 – DIRECTOR OF BUSINESS SERVICES/OPERATIONS CONTRACT AND SALARY (2011/12)

Move that we approve the contract of the Director of Business Services/Operations, as amended, through June 30, 2012 at a 1% increase for a base salary of \$101,000 for school year 2011/12.

Dr. Handler
Second by Mr. Lindskog
UNANIMOUS

MOTION TO ADJOURN: (8:47 PM)
Dr. Handler
Second by Mr. Linskog
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, June 20, 2011
BRS Library Media Center

CALL TO ORDER: Ms. McCreven, Chair called the meeting to order at 7:00 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Mr. David Barkin, Dr. Steve Fleischman, Secretary (via speakerphone); Ms. Margaret Hamilton, Dr. Tom Handler, Vice Chair; Mr. Carl Linskog, Mr. Mark Livesay and Dr. YanYun Wu (7:55 PM).

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Carol Bequary, Primary Grades Principal; Dr. Len Tomasello, Interim Intermediate Grades Principal; Sheila Haverkamp, Special Services Director and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Katherine Alvarado, Lauren Bollier, Charlotte Gorham, Sergey Savelyev and Michael Zhu, CAPSS Recipients and their respective families; Jean Purcell, TAG Consultant; Joe Holowienko, WEA; Stephanie Eleck, Steve Katzen, Nancy Smerekanicz, Nancy White, Rick Wood, Teachers; George Bequary, Pua Ford and Bettina Thiel, community.

CAPSS SUPERINTENDENT/STUDENT AWARDS

Superintendent Stella presented five students with the CAPSS Superintendent/Student Awards – Katherine Alvarado, Lauren Bollier, Charlotte Gorham, Sergey Savelyev and Michael Zhu.

CORRESPONDENCE – None

PUBLIC COMMENT – None

BOARD MEMBER RECOGNITION

Dr. Handler and Mr. Livesay were presented with a gift on behalf of their contributions during their four years of service on the Board.

ADMINISTRATIVE STAFF RECOGNITION

Dr. Tomasello was presented with a gift on behalf of the Beecher Road School staff, community and Board for his contributions and service to the district this past year.

CONSENT AGENDA

Minutes

MOTION #1 – MINUTES, APRIL 11, 2011 SPECIAL MEETING

Move that we approve the minutes of the April 11, 2011 Special Board meeting.

Dr. Handler
Second by Mr. Linskog
UNANIMOUS

(Mr. Fleishman did not vote and Dr. Wu not present for vote)

MOTION #2 – MINUTES, APRIL 25, 2011 REGULAR MEETING

Move that we approve the minutes of the April 25, 2011 Regular Board meeting.

Dr. Handler
Second by Mr. Linskog
UNANIMOUS

(Dr. Wu not present for vote)

MOTION #3 – MINUTES, MAY 9, 2011 SPECIAL MEETING

Move that we approve the minutes of the May 9, 2011 Special Board meeting.

Dr. Handler

Second by Mr. Lindskog

IN FAVOR: Mr. Barkin, Drs. Fleischman, Handler, Ms. Hamilton, Ms. McCreven

ABSTAIN: Messrs. Livesay and Lindskog

MOTION PASSES 5-0-2

(Dr. Wu not present for vote)

REPORTS

Superintendent's Report

- **Beecher Road School Update** – Superintendent Stella highlighted the 6th grade graduation held earlier in the day at Amity High School, the safety patrol luncheon, and the June Parent Update. Parents, as well as community members, were urged to view the district web site for communications. Superintendent Stella announced that Anthony Taddei has been named BRS Teacher of the Year.
- **Technology Survey** – Rick Wood reviewed staff response to the technology survey conducted several weeks ago. Results will be tallied and analyzed for a detailed presentation to the Board in the fall. The Board suggested posting the results on the district web site as well.
- **Principal Search Update** – Superintendent Stella apprised the Board that while there has been a broad range of applicants, the committee has been unable to come to terms with the right person.
- **TAG Audit** – Ms. Purcell outlined the process for the TAG Audit. The purpose was to review and assess the current program as well as review of the evaluation and criteria procedures. The audit generated 24 commendations and 59 recommendations. Overall, the quality of the program is sound.

Dr. Wu arrived (7:55 PM)

- **Wellness Committee** – Ms. Bequary stated the wellness Committee has met monthly throughout the year. A concerted effort has been made to have healthier options available in the Cafeteria with tastings conducted throughout the year. Enhancement of the recycling program is slated for the fall.
- **Safety Committee** – this committee meets weekly and has revised safety, fire and emergency protocols, in coordination with Town fire and police departments. Suggestions were made to provide parents with the same type of examples that children receive in association with the monthly drills to assure everyone is hearing the same message. It was requested that the official report prepared by the Fire Marshall on safety/fire compliance be shared with the Board.

PTO Update – Ms. Hamilton invited everyone to the Ice Cream Social on September 7.

Ad Hoc Policy Committee – Ms. McCreven reminded Board members if they are interested in specific policy revisions they can either attend the meeting or email comments to the Clerk of the Board. It is hoped the entire policy manual will be revised within a year.

CABE Liaison – Ms. McCreven noted that there are numerous legislative changes that take effect July 1.

NEW BUSINESS

Site Needs Assessment Bids – Messrs. Pullo and Barkin explained the bid result outline. Six were received with two selected as finalists, To Design and Fuss & O'Neill. As only \$11,000 is currently allocated, both bids would necessitate additional funding from the projected surplus, To Design (\$1,700); Fuss & O'Neill (\$9,000). While Fuss & O'Neill was more costly, sustainable permanent solutions that were low impact and provided a more in-depth assessment of our needs.

MOTION #4 - SITE NEEDS ASSESSMENT BID AWARD

Move that we award the bid for the Site Needs Assessment at Beecher Road School to Fuss & O'Neill and authorize administration to use \$9,000 from the 2010/11 projected surplus.

Dr. Handler
Second by Mr. Linskog
UNANIMOUS

PUBLIC COMMENT – None

MOTION TO ADJOURN: (8:59 PM)
Dr. Handler
Second by Mr. Livesay
UNANIMOUS

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE

**Thursday, June 9, 2011
District Office Conference Room
Beecher Road School South**

CALL TO ORDER: Sheila McCreven, BOE Chair called the meeting to order at 6:02 PM.

IN ATTENDANCE: Mr. David Bernard, Mr. Matt Gilbride, incoming Board members; Ms. Margaret Hamilton, Ms. Sheila McCreven, Board of Education Members; Dr. Guy Stella, Superintendent and Vincent Mustaro, CAFE Policy Director.

Mr. Mustaro presented an overview for how the committee should proceed in the policy review process. CAFE will provide the Policy Committee with a check list of suggested changes. Upon review by the Committee, all changes should be in hard copy form, in red ink and should be forwarded to CAFE via U.S. mail. CAFE will revise and/or create policies and return revised documents to the Committee for submission to the full Board. CAFE recommends the order of review as follows:

Series 9000 By-Laws
Series 0000 Philosophy Goals/Objectives
Series 1000 Community Relations
Series 2000 Administration
Series 3000 Business and Non-Instructional Operations
Series 4000 Personnel – Certified and Non-Certified
Series 5000 Students
Series 6000 Instruction
Series 7000 New Construction

It was agreed the committee would commence review of the 9000 Series on June 16 at 6:00 PM.

MOTION TO ADJOURN: (6:55 PM)
Ms. McCreven
Second by Ms. Hamilton
UNANIMOUS

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, June 16, 2011
District Office Conference Room
Beecher Road School South

CALL TO ORDER: Margaret Hamilton, Board member called the meeting to order at 6:00 PM.

IN ATTENDANCE: Ms. Margaret Hamilton, Board of Education Member; Mr. David Bernard, incoming Board member; Dr. Guy Stella, Superintendent and Marsha DeGennaro, Clerk of the Board.

The Committee commenced review of the 9000 Series (BOE By-Laws). Policies 9000 – 9310 were reviewed.

Minor language revisions were made to Policies 9122, 9123, 9222 and 9300. The committee agreed to add CABE recommended Policies 9124 and 9260 in their entirety.

As Ms. McCreven was not in attendance, and had recommended language revisions to Policies 9130, 9132, 9132.5 and 9272, it was agreed these would be deferred to the next meeting.

The committee recommended deletion of Policy 9212. It was also recommended that the current Policy 9271 be replaced in its entirety with the CABE suggested Policy.

It was agreed the committee would continue review of the 9000 Series on June 23 at 6:00 PM.

MEETING ADJOURNED: 7:10 PM

Recorded by Marsha DeGennaro

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, June 23, 2011
District Office Conference Room
Beecher Road School South

CALL TO ORDER: Sheila McCreven, Board Chair called the meeting to order at 6:15 PM.

IN ATTENDANCE: Ms. Margaret Hamilton, Ms. Sheila McCreven, Board of Education Members; Mr. David Bernard, incoming Board member; Dr. Guy Stella, Superintendent and Marsha DeGennaro, Clerk of the Board.

The Committee continued review of the 9000 Series (BOE By-Laws). Policies 9130, 9132, 9132.5 and 9272, deferred from the June 16 meeting, were reviewed as well as Policies 9311 through 9325.4.

Minor language revisions were made to Policies 9121, 9133, 9321, 9322 and 9325.1. The committee agreed to add CABE recommended Policy 9325.3 (Rules of Order) in its entirety.

The committee recommended deletion of Policy 9272. It also recommended deletion of Policy 9271 and replacing it with CABE suggested policy 9271 and replacing the current 9311 with CABE suggested version 9311.1a.

It was agreed the committee would continue review of the 9000 Series, commencing with Policy 9325.43, on July 7 at 6:00 PM. The committee will also begin review of the 0000 Series (Mission/Goals/Objectives) and will continue to meet throughout the summer.

MEETING ADJOURNED: 7:41 PM

Recorded by Marsha DeGennaro

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, July 7, 2011
District Office Conference Room
Beecher Road School South

CALL TO ORDER: Sheila McCreven, Board Chair called the meeting to order at 6:05 PM.

IN ATTENDANCE: Ms. Margaret Hamilton, Ms. Sheila McCreven, Matthew Gilbride (6:20 PM) Board of Education Members; Ms. Rachel Kinsdseth, PTO; Dr. Guy Stella, Superintendent and Marsha DeGennaro, Clerk of the Board.

The Committee completed the review of the 9000 Series (BOE By-Laws). Policies 9325.43 through 9420 were reviewed. Minor language revisions were made to Policy 9327. The committee agreed to add CBE recommended Policies 9325.43 (Attendance of Meetings via Electronic Communication) and 9326 (Minutes/Taping/Broadcasting) in their entirety.

It was agreed the committee would review the 9000 Series changes and begin review of the 0000 Series (Mission/Goals/Objectives) on July 21 at 6:00 PM.

MEETING ADJOURNED: 7:30 PM

Recorded by Marsha DeGennaro

ABSTRACT PAGE

Applicant Agency: Woodbridge School District / Beecher Road School

Local Project Title: Project SAFE Schools are Friendly Environments)

Funds Requested: \$25,000

Objectives: **Project SAFE promotes a secure and friendly school environment where all students have the opportunity to thrive socially, emotionally, and academically. This goal is accomplished through early intervention when adjustment problems are identified. The Child Associate and the School Psychologist support behavioral goals through PMHP Child-Led Play; Classroom Social Skills and Yoga; and lunch groups. Interventions involve partnerships with Parents and school support staff. Collaboration with community – based agencies and providers support interventions.**

Project Activities:

-
- Early identification of “at risk” students through AML State screening and School-based Child Study Team tracking
-
- Goal-setting and Review contacts with Parents bi-monthly (through meetings, phone contacts, personal newsletters)
-
- Individual, weekly Child-Led Play sessions
 - Small Transitional Groups, as needed for children nearing completion of Child-Led Play
 - Classroom Yoga/Social Skills programs K-3
-
- Parent Activity that target PMHP families that enhance parent/child relationships & foster community building
 - Parent/Community Workshops: Early Childhood; Behavioral Health, and Responsive Classroom
 - Consultation with Woodbridge Family Team
-

Procedures for Data Collection and Reports Expected:

-
- Quarterly review of social/emotional/learning progress by School-based Child /Study Team
 - Review of progress with parents (phone, e-mail, individual newsletter)
-
- Beginning/End year parent conference
 - State Forms (AML-R, T-CRS, BIF, A-CRS, PSR) and PMHP End of the Year Evaluation
-
- Review of social/emotional/learning progress by School Based Child Study Team
 - Family Team end of the year Summary and individualized progress report.
 - Final cumulative report by Director of Special Services disseminated to staff, parents, administration and CSDE
-

BUDGET FORM

ED 114 FISCAL Year 2012

GRANT <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/>		
GRANTEE NAME: Woodbridge Board Of Education/Beecher Road School TOWN CODE: 167-02		
GRANT TITLE: PRIMARY MENTAL HEALTH PROGRAM		
PROJECT TITLE: Project SAFE (Schools are Friendly Environments)		
CORE-CT CLASSIFICATION: FUND: 11000 SPID: 12198 PROGRAM: 82079 BUDGET REFERENCE: 2010 CHARTFIELD1: 170036		
GRANT PERIOD: 07/01/10 - 06/30/11 AUTHORIZED AMOUNT: _____		
CODES	DESCRIPTIONS	BUDGET (State Funds)
112A	EDUCATION AIDES	11,271
112B	CLERICAL	
119	OTHER	
200	PERSONAL SERVICES EMPLOYEE BENEFITS	
322	INSERVICE	3,520
324	FIELD TRIPS	
325	PARENT ACTIVITIES	7,158
580	TRAVEL	200
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	850
690	OTHER SUPPLIES	2,001
700	PROPERTY/EQUIPMENT ONLY	
	TOTAL	25,000

____ Original request date
 _____ Revised request date
 _____ Approval

 CT State Department of Education
 Program Manager Authorization

 Date of

APPENDIX A2

PMHP BUDGET WORKSHEET FOR CONTINUING DISTRICTS

School District: Woodbridge School District

FISCAL Year 2012

CODES	DESCRIPTIONS	BUDGET (Local Contribution)		BUDGET (State Funds)	
		Primary Project	CBHP	Primary Project	CBHP
112A	EDUCATION AIDES	\$24,412		\$11,271	
112B	CLERICAL				
119	OTHER				
200	PERSONAL SERVICES EMPLOYEE BENEFITS				
322	INSERVICE				\$3520
324	FIELD TRIPS				
325	PARENT ACTIVITIES			\$7158	
580	TRAVEL			\$200	
590	OTHER PURCHASED SERVICES				
611	INSTRUCTIONAL SUPPLIES	\$200		\$500	\$350
690	OTHER SUPPLIES			\$2001	
700	PROPERTY/EQUIPMENT ONLY				
	TOTALS	\$24612		\$21130	\$3870

_____ Original request date
 _____ Revised request date
 _____ Approval

 CT State Department of Education
 Program Manager Authorization

 Date of

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 12 Months Ended June 30, 2011**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under	
100	TOTAL SALARIES	7,191,995	1,414,798	1,207,140	207,658	7,191,995	6,801,673	390,322	1.
200	TOTAL BENEFITS	2,351,276	254,059	218,524	35,535	2,351,276	2,292,234	59,042	2.
300	TOTAL PROFESSIONAL SERVICES	359,549	43,658	53,158	(9,500)	359,549	331,225	28,324	3.
400	TOTAL PROPERTY SERVICES	572,314	36,094	72,692	(36,597)	572,314	591,149	(18,835)	4.
500	TOTAL OTHER PURCHASED SERVICES	1,070,340	113,246	102,815	10,431	1,070,340	1,058,627	11,713	5.
600	TOTAL SUPPLIES & MATERIALS	331,215	62,493	40,957	21,536	331,215	269,728	61,487	6.
700	TOTAL PROPERTY	47,440	6,450	73,863	(67,413)	47,440	93,050	(45,610)	7.
800	TOTAL DUES AND FEES	68,663	3,360	34,484	(31,124)	68,663	72,892	(4,229)	8.
	TOTAL ADOPTED BUDGET	11,992,792	1,934,159	1,803,632	130,526	11,992,792	11,510,578	482,215	

COMMENTS

1. Savings realized from retirement savings and staff changes \$287488; ARRA Grant funding \$102,914
2. Benefit savings from staff changes \$52,758; Savings from degree lane changes \$6,284
3. Open encumbrances \$28,324
4. Savings realized Utilities, Water, & Heat \$27,972; Custodial Service (\$125,541); Building Improvements (\$17,044);
Open encumbrances \$95,778
5. Interns \$10,238; Liability & W/Comp insurance savings \$12,800; Tuition (\$61,910); Transportation \$21,363;
Postage & Internet savings \$7,269; Encumbrances: \$13,065
6. Instructional Supplies (\$8,407); Open encumbrances \$69,894
7. Technology Purchases (\$129,129); Equipment: (\$5,966); Open encumbrances \$77,553
8. Dues & Fees (5,849); Unemployment overage (\$4,255); Misc Expenses (3,589); Non-Public Expense savings \$9,463.96

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
390	OT/PT SERVICES	37,500	3,125	21,933	(18,808)	37,500	33,588	3,912
3901	CONSULTANTS	18,000	1,500	7,540	(6,040)	18,000	10,215	7,785
510	TRANSPORTATION	128,300	10,692	12,606	(1,914)	128,300	131,872	(3,572)
560	TUITION	142,000	11,833	32,291	(20,457)	142,000	210,056	(68,056)
	TOTALS	325,800	27,150	74,370	(47,220)	325,800	385,731	(59,931)

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 12 Months Ended: June 30, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	599,085	-	599,323	-	100%	(238)		(238)
120	Teachers - Regular	4,128,388	(147,782)	3,995,617	-	100%	(15,011)		(15,011)
120	Teachers - Special Education	810,356	(43,674)	749,857	-	98%	16,825		16,825
1201	Psychologist	149,727	-	149,727	-	100%	0		0
1203	Counselor	34,877	-	34,877	-	100%	(0)		(0)
	Sub-Total Certified Salaries	5,722,433	(191,456)	5,529,401	-	100%	1,576	-	1,576
1303	Custodians	349,071	(169,143)	176,388		98%	3,540		3,540
140	Nurses	121,856	(3,526)	115,012		97%	3,318		3,318
150	Secretaries, Clerical	317,124	(7,788)	307,944		100%	1,392		1,392
160	Paraprofessionals	402,690		406,951		101%	(4,261)		(4,261)
1601	Special Education Paraprofess.	250,288		248,499		99%	1,789		1,789
190	Salaries, Miscellaneous	28,533	(6,000)	17,477		78%	5,056		5,056
	Sub-Total Non-Certified Salaries	1,469,562	(186,457)	1,272,272	-	99%	10,833	-	10,833
	TOTAL SALARIES	7,191,995	(377,913)	6,801,673	-	100%	12,409	-	12,409
1906	Retirement - Sick Pay-Out	40,755	1,245	53,013		126%	(11,013)		(11,013)
220	FICA	194,271		181,384		93%	12,887		12,887
230	Merf	129,073		134,968		105%	(5,895)		(5,895)
270	Medical Insurance	1,939,486	(53,203)	1,881,865		100%	4,418		4,418
280	Life Insurance	32,491		32,298		99%	193		193
2902	Other Employee Benefits	15,200	(6,284)	8,705	479	103%	(268)		(268)
	TOTAL BENEFITS	2,351,276	(58,242)	2,292,234	479	100%	322	-	322

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 12 Months Ended: June 30, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	87,500		54,037	25,339	91%	8,124		8,124
330	Legal Fees	33,800	33,204	59,167	7,837	100%	(1)		(1)
340	Software Support	10,680	1,329	10,999	-	92%	1,010		1,010
350	Substitutes	28,000		26,691		95%	1,309		1,309
390/01	OT/PT/Consultant Services	55,500	(2,673)	43,803	8,912	100%	112		112
3902	Financial Audit	14,691		14,220		97%	471		471
390	Other Prof/Tech. Services	129,378	(7,070)	122,308		100%	-		-
	TOTAL PROFESSIONAL SERVICES	359,549	24,790	331,225	42,089	97%	11,025	-	11,025
410/01	Utilities - Electric and Water	248,051	(13,164)	211,232	23,829	100%	(174)		(174)
420	Heating Oil	134,685	(4,829)	119,877		92%	9,979		9,979
430	Repairs and Maintenance	39,100		30,277	10,094	103%	(1,271)		(1,271)
450	Leases and Rentals	48,211	5,114	37,774	8,797	87%	6,754		6,754
4501	Building Improvements	28,500	4,268	9,654	35,891	139%	(12,776)		(12,776)
490	Other Purchased Services	24,000		24,873	3,079	116%	(3,952)		(3,952)
4901	Service Contracts	49,767	105,200	157,462	17,846	113%	(20,341)		(20,341)
	TOTAL PROPERTY SERVICES	572,314	96,589	591,149	99,535	103%	(21,780)	-	(21,780)
510	Pupil Transportation-Regular	423,400	(17,568)	396,643	-	98%	9,189		9,189
510	Pupil Transportation-Spec. Educ.	128,300	17,453	131,872	1,708	92%	12,174		12,174
520	Insurance-General Liability	94,574		84,836	-	90%	9,738		9,738
5201	Worker's Compensation	90,860		87,798	-	97%	3,062		3,062
530	Telephone Services	18,735		14,073	1,781	85%	2,880		2,880
535	Internet	10,900		4,639	1,548	57%	4,713		4,713
537	Postage	6,600		2,179	2,503	71%	1,918		1,918
540	Advertising	2,800	1,741	4,928	-	109%	(387)		(387)
550	Interns	116,764		106,526	-	91%	10,238		10,238
560	Tuition	160,682	90,569	217,150	5,443	89%	28,659		28,659
590	Other Purchased Services	16,725	(8,398)	7,983	83	97%	261		261
	TOTAL OTHER PURCH SERVICES	1,070,340	83,797	1,058,627	13,065	93%	82,445	-	82,445

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 12 Months Ended: June 30, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	180,450	(4,066)	155,527	29,678	105%	(8,821)		(8,821)
620	Computer Software	55,220	(1,802)	46,477	6,925	100%	16		16
625	Supplies Nurses	1,800		1,341	259	89%	200		200
630	Supplies Custodial	44,000		29,237	15,608	102%	(845)		(845)
635	Supplies Office	14,100		10,120	5,165	108%	(1,185)		(1,185)
640	Books and Audio Visual	15,000	7,053	13,122	8,494	98%	437		437
645	Subscriptions	8,945	(2,575)	3,519	2,233	90%	618		618
650	Testing	8,000		6,356	1,532	99%	112		112
690	Misc. Supplies	3,700		4,030	-	109%	(330)		(330)
	TOTAL SUPPLIES & MATERIALS	331,215	(1,390)	269,728	69,894	103%	(9,798)	-	(9,798)
730	Equipment - Office	-				0%	-		-
732	Computer Hardware	16,940	129,129	72,045	74,024	100%	(0)		(0)
735	Equipment - Teaching	18,100	(1,500)	14,163	2,302	99%	135		135
740	Equipment - Building	4,600	(2,349)	2,274	-	101%	(23)		(23)
745	Furniture	7,800	(2,213)	4,568	1,227	104%	(207)		(207)
	TOTAL PROPERTY	47,440	123,067	93,050	77,553	100%	(96)	-	(96)
810	Dues and Fees	20,151	2,133	27,308	825	126%	(5,849)		(5,849)
825	Unemployment	13,025	4,255	17,280	-	100%	(0)		(0)
900	Other Fees	35,487		28,304	743	82%	6,440		6,440
	TOTAL DUES AND FEES	68,663	6,388	72,892	1,568	99%	591	-	591
	ARRA Fund Reduction								0
	TOTAL ADOPTED BUDGET	11,992,792	(102,914)	11,510,578	304,182	99%	75,118	-	75,118

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2010-2011
(The Narrative Reflects Accounts Prior to Budget Transfers)

June 2011

OBJECT 120 – CERTIFIED SALARIES

The projected surplus reflects savings realized from certified staff retirements and staffing changes after budget was finalized.

OBJECT 1303 – CUSTODIANS

We are projecting a surplus as a result of staffing changes and the use of a service contractor to aide in the building cleaning. The savings projected in Object 1303 will offset the projected deficit in Object 4901 which reflects payments to the outside custodial service.

OBJECT 140 NURSES

The projected surplus reflects savings realized from short term (temporary) vacancies.

OBJECT 150 SECRETARIES, CLERICAL

The projected surplus reflects savings realized from secretarial staff retirement.

OBJECT 190- SALARIES, MISCELLANEOUS

The projected savings is a result of contractual salary increases for degree changes that did not occur.

OBJECT 1906- RETIREMENT & SICK PAY OUT

The projected deficit includes a contractual payment of a non-certified staff member retirement after budget was finalized, and contractual payments for current year retirees.

OBJECT 220 & 270 – FICA & MEDICAL INSURANCE

The projected surplus is a result of custodial staffing changes and the use of an outside service contractor to aide in the building cleaning.

OBJECT 290 – COURSE REIMBURSEMENT

The projected surplus is due to lower than anticipated volume of tuition reimbursement payments.

OBJECT 330 – LEGAL FEES

The projected deficit is a result of outside counsel services for matters related to collective bargaining agreements. Additional services from counsel have been received in response to the need to address matters relating to transportation.

OBJECT 350 – SUBSTITUTES

The projected surplus is due to lower than anticipated needs for staff coverage due to absences.

OBJECT 390 – CONSULTANT SERVICES

We are projecting a surplus in this area due to decreased need for outside consulting services.

OBJECT 410 – UTILITIES- ELECTRIC, WATER & HEATING OIL

We are projecting a surplus in these areas given year to date trends.

OBJECT 4901 – SERVICE CONTRACTS

The projected deficit is the result of using a service contractor for custodial services. The anticipated surplus in custodial salaries is greater than the anticipated deficit in this account.

OBJECT 510 – TRANSPORTATION

We are projecting a surplus in this object, combining regular and special education transportation, as a result of actual transportation costs netting slightly lower than budgeted estimates.

OBJECT 520 & 5201 - INSURANCE-GENERAL LIABILITY & WORKER'S COMPENSATION

We are currently projecting a surplus in this account due to lower than anticipated policy premium billing.

OBJECT 530 & 5307 – TELEPHONE & POSTAGE

We are projecting a surplus in this area using actual year to date trends.

OBJECT 540 - ADVERTISING

We are projecting a deficit in this area due to principal search and RFP advertising needs.

OBJECT 550 – INTERNS

We are projecting a surplus in this area due to an intern vacancy part year.

OBJECT 560 - TUITION

We are currently projecting a deficit in this account due to increased level of services, since the budget submission, obligated under the special needs students' IEP.

OBJECT 620 – COMPUTER SOFTWARE

We are projecting a surplus in this area using actual year to date trends.

OBJECT 640 – BOOKS AND AUDIO VISUAL

We have utilized savings from other areas to supplement our library inventory in light of our reduction for this object in the 2011-2012 budget.

OBJECT 732 – COMPUTER HARDWARE

We are projecting a deficit in this area due to the purchase of technology items initially requested under capital plan. Purchases were made using projected surplus balances from various accounts.

OBJECT 645 - SUBSCRIPTIONS

We are projecting a surplus in this area using actual year to date trends.

OBJECT 810 – DUES & FEES

We are currently projecting a surplus in this account due to lower than anticipated expenses for memberships.

OBJECT 825 - UNEMPLOYMENT

We are currently projecting a deficit in this account due to claims paid relating to the federally mandated extension of unemployment benefits.

Woodbridge Board of Education
Combining Balance Sheets as of 06/30/11 (Unaudited)

	Total	Special Revenue				Agency
		Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 237,311	\$ 35,358	\$ 144,207	\$ 3,773	\$ 52,225	\$ 1,747
Prepaid expenses	-	\$ -	-	\$ -	-	\$ -
Accounts receivable	2,864	1,153	735	\$ 705	\$ 272	\$ -
Intergovt Receivable	7,189	7,189	-	-	-	-
Inventory	5,789	5,789	-	-	-	-
Total Assets	253,153	49,489	144,942	4,478	52,497	1,747
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	-	-	-	-	-	-
Accounts payable	55,757	567	54,210	753	226	-
Deferred revenue	67,014	5,849	33,538	-	27,627	-
Wages payable	-	-	-	-	-	-
Total Liabilities	122,771	6,417	87,748	753	27,853	-
Fund Balance	130,382	43,072	57,194	3,725	24,644	1,747
Total Liabilities and Fund Balance	\$ 253,153	\$ 49,489	\$ 144,942	\$ 4,478	\$ 52,497	\$ 1,747
Activity Fund:						
Administrative Fund						\$ -
Drama						744
ODAC						459
PTO						166
Technology						\$ 379
Total						\$ 1,747

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 12 Months Ended 6/30/11 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 689,930	\$ 200,919	\$ 354,188	\$ 37,641	\$ 81,160	\$ 16,022	
Intergovernmental	30,403	30,403	-	-	-	-	
Donations	-	-	-	-	-	-	
Other income	14	14	-	-	-	-	
Additions	-	-	-	-	-	-	-
Total revenues/additions	720,347	231,336	354,188	37,641	81,160	16,022	-
Expenditures:							
Wages, FICA, MERF	450,790	104,705	281,784		64,301	-	
Medical Insurance	-	-	-		-	-	
Cost of food sold	90,185	90,185	-		-	-	
Equipment	646	646	-		-	-	
Other Expenses	110,916	5,260	51,656	36,766	6,045	11,190	
Deductions	590	330	261				
Total expenditures/deductions	653,128	201,126	333,701	36,766	70,346	11,190	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	67,219	30,210	20,487	875	10,814	4,832	
Operating transfer in	-	-	-		-		
Excess (deficiency) of revenues over expenditures after operating transfer in	67,219	30,210	20,487	875	10,814	4,832	
Fund Balance, ending	\$ 130,382	\$ 43,072	\$ 57,194	\$ 3,725	\$ 7,419	\$ 17,225	1,747
Fund Balance, beginning of year	63,163	12,862	36,706	2,850	(3,395)	12,393	1,747
YTD Net Income / (Loss)	67,219	30,210	20,487	875	10,814	4,832	-
Fund Balance, current	130,382	43,072	57,194	3,725	7,419	17,225	1,747

Woodbridge School District
School Cafeteria Financial

	JUNE 2011			FISCAL YEAR TO DATE		
	Budget	Actual	Variance	Budget	Actual	Variance
<u>Sales Revenue</u>						
Sales	19,537	8,565	(10,972)	181,328	200,919	19,591
Government Grants	2,334	4,014	1,680	25,633	30,403	4,770
Other Income	2	7	5	25	14	(11)
Total Operating Revenue	21,873	12,586	(9,287)	206,987	231,336	24,349
<u>Cost of Food</u>	7,782	5,129	2,653	87,552	90,185	(2,633)
Gross Profit	14,090	7,457	(6,633)	119,435	141,151	21,716
<u>Labor Costs</u>						
Salaries/Taxes/Retirement	17,240	18,327	(1,087)	104,744	104,705	39
Medical Insurance	0	0	0	0	-	0
Total Labor Cost	17,240	18,327	(1,087)	104,744	104,705	39
Other Expenses	914	514	400	10,280	6,236	4,044
Total Expenses	25,936	23,970	1,966	202,576	201,126	1,450
Income (Loss) from Operations	(4,063)	(11,384)	(7,321)	4,411	30,210	25,799
Board Subsidy	0	0	0	0	-	0
Total Net Income (Loss)	(4,063)	(11,384)	(7,321)	4,411	30,210	25,799
<u># Meals</u>						
Free	251	311	60	2,827	3,823	996
Reduced	85	74	(11)	956	974	18
Total Meals	4,610	4,122	(488)	48,085	46,954	(1,131)